



PHILIP L. BROWNING  
Director

## County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

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December 18, 2015

Dear Prospective Proposers and Interested Parties:

### **ADDENDUM NUMBER TWO TO SAFE CHILDREN AND STRONG FAMILIES REQUEST FOR PROPOSALS NUMBER 11-053B**

Addendum Number Two is issued by the County of Los Angeles Department of Children and Family Services (DCFS) to all holders of the Safe Children Strong Families Request for Proposals (RFP) Number 11-053B. Addendum Number Two amends sections of the RFP pertaining to Family Preservation only as provided below. Changes only apply to referenced sections and/or subsections; all other sections remain in full affect.

A prospective contractor's failure to incorporate the requirements of this Addendum Number Two may result in their Proposal not being considered, as determined at the sole discretion of the County.

Changes to wording in RFP sections in this Addendum Number Two include both deletions and additions. **Deletions** are indicated by strike-outs (~~strike-outs~~) and **additions** are underlined (underlined). Some charts or graphs are replaced in their entirety where indicated due to the difficulty in demonstrating strike-outs and additions.

- I. RFP, Appendix D, Required Forms – Exhibit 32 “Sample Line Item Budget Sheet for Family Preservation” has been revised, please refer to Attachment I to this Addendum Two.
- II. RFP, Appendix O, “Family Preservation Pricing Schedule” has been replaced in its entirety, please refer to Attachment II to this Addendum Two.

## Required Forms – Exhibit 32

### SAMPLE LINE ITEM BUDGET SUMMARY (FOR FP)

Note: Proposers may use this form, or generate a similar form.

#### BUDGET SHEET FOR \_\_\_\_\_ (INSERT AGENCY'S NAME)

##### **DIRECT COST** (List each staff classification)

Salaries and Wages:	FTE*	Monthly Salary
Employee Classification _____	_____	\$ _____
Employee Classification _____	_____	\$ _____
Employee Classification _____	_____	\$ _____
Others (Please continue to list)		
<b>Total Annual Salaries and Wages</b>		<b>\$ _____</b>

\*FTE = Full Time Equivalent Positions

Employee Benefits (EB)	Monthly Cost per FTE	
Medical Insurance	\$ _____	
Dental Insurance	\$ _____	
Life Insurance	\$ _____	
Other (list)	\$ _____	
<b>Total Annual Benefits</b>		<b>\$ _____</b>

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Workers' Compensation, etc.)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<b>Total Annual Payroll Taxes</b>		<b>\$ _____</b>

Services & Supplies		
Auto/Travel	\$ _____	
Supplies	\$ _____	
Purchased Services	\$ _____	
Office Equipment	\$ _____	
Telephone/Utilities	\$ _____	
Insurance not listed under EB	\$ _____	
Rent	\$ _____	
Other (please continue to list)	\$ _____	
<b>Total Annual Services &amp; Supplies</b>		<b>\$ _____</b>

**TOTAL ANNUAL DIRECT COSTS** \$ \_\_\_\_\_

##### **INDIRECT COST**

**TOTAL ANNUAL INDIRECT COSTS** \$ \_\_\_\_\_

Indirect Annual Cost as it relates to Total Annual Cost (Please enter a percentage) % \_\_\_\_\_

Reminder: Contractors may utilize a maximum of ten percent (10%) of their Total Direct and Indirect Annual Cost for administrative/indirect costs, unless the agency has a federally approved indirect cost rate letter of over ten percent (10%).

(Provide a full breakdown of costs in the Budget Narrative)

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TOTAL DIRECT AND INDIRECT ANNUAL COST

\$ \_\_\_\_\_

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TOTAL PROJECTED NUMBER OF FAMILIES TO BE SERVED

\_\_\_\_\_

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To assist with your agency's projection of the number of families to be served, the following parameters have been provided for consideration. Based on a total allocation amount of \$350,000, an agency may serve in a year approximately 30 to 35 37 families with intervention services in addition to UFAs. may be served in a year. The figures are based on the assumption that intervention services will cost on a case will last approximately 6 months at an average cost of \$1,562.00 per month per case for 6 months of services. The per-month calculation was derived from adding the Base rate with 2 individual counseling, 2 parenting, 2 T&D and 1 SARM supplemental services.

**FAMILY PRESERVATION PRICING SCHEDULE**

<b>FP INTERVENTION SERVICES</b>	<b>RATES</b>
<b>BASE RATE</b> (Case Management which includes but is not limited to conducting assessments, four IHOC visits, indirect costs, clinical supervision and MCPC)	
FP, ARS and Probation	\$1,262.00/month
Probation TDT services	\$1,234.00/month
<b>SUPPLEMENTAL SERVICES</b>	
In-Home Outreach Counseling (Professional with license)	\$84.00/hr
In-Home Outreach Counseling (MA/MSW under licensed supervision)	\$72.00/hr
In-Home Outreach Counseling (BA)	\$60.00/hr
Parenting Training/Fatherhood Program	\$24.00/hr per person
Child Focus Activities	\$30.00/hr per person
Substitute Adult Role Model	\$24.00/hr per family
Teaching and Demonstrating Homemaking	\$42.00/hr
Transportation	\$42.00/hr
Child Follow Up Visit	\$24.00/hr per family
Emergency Housing	up to \$60.00/night
Team Decision Making/Child Focus Team Meetings (3 hours max)	\$60/hr
<b>COUNSELING</b> (excludes Court Approved Substance Abuse Treatment and DV/Anger Management)	
Counseling - Individual	\$72.00/hr per person
Counseling - Family/Couples	\$72.00/hr per session
Counseling - Group	\$37.00/90 mins per person
<b>DOMESTIC VIOLENCE &amp; ANGER MANAGEMENT</b>	
DV Assessment	\$72.00/hr per person
DV Treatment - Individual	\$72.00/hr per session
DV Treatment - Group	\$37.00/90 mins per person
<b>SUBSTANCE ABUSE (COURT APPROVED)</b>	
Substance Abuse Assessment	\$72.00/hr per person
Substance Abuse Treatment-Individual Counseling	\$72.00/hr per session
Substance Abuse Treatment-Group Counseling	\$37.00/90 mins per person
<b>FP ASSESSMENT SERVICES (UFA)</b>	<b>RATES</b>
<b>REGIONAL</b>	
<b>EDUCATIONAL LEVEL OF ASSESSOR</b>	<b>PER HOUR</b>
Masters	\$72.00
Licensed	\$84.00
TDM/CFT	\$84.00
<b>COMMAND POST</b>	
<b>EDUCATIONAL LEVEL OF ASSESSOR</b>	<b>PER HOUR</b>
Masters	\$132.00
Licensed	\$180.00
<b>FIXED RATES</b>	
IHOC	\$108.00
T&D	\$48.00
TDM/CFT (3 hours max)	\$84.00
EFR	\$500.00 max per family

Based on a total allocation amount of \$350,000.00, an agency may serve in a year approximately 30 to 35 families with intervention services in addition to UFAs. The figures are based on the assumption that intervention services will cost, on average, \$1,562.00 per month per case for 6 months of services. The per-month calculation was derived from adding the Base rate with 2 individual counseling, 2 parenting, 2 T&D and 1 SARM supplemental services.